

30 November 1961

MEMORANDUM FOR: Office Of Training

ATTENTION : [REDACTED]
THROUGH : Chief, Document Division
Administrative Staff, CR
SUBJECT : Training Format

25X1A9a

1. Following in general the training format used by Office of Training for its courses on International Communism and on Intelligence Organization, this form is designed for use with the Intelligence Subject Code (ISC) training course which, although conducted by OCR/Document Division, is considered an official training course (see OTR Courses of Study).

2. It is classified "For Official Use Only" since it reveals no more than the Intellofax Manual and the Intelligence Subject Code, both carrying "For Official Use Only". Outside offices (and many of our trainees are from the military agencies) have also requested that the completed training report not be classified.

3. OTR is asked to comment on the use of the attached form by OCR.

[REDACTED]
Chief, Analysis Branch
Document Division/OCR

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Attachment:
Training Report - Intelligence Subject Code

~~CONFIDENTIAL~~

TRAINING REPORT

INTELLIGENCE SUBJECT CODE

Dates (of attendance):

Name:

Agency or Office:

STATINTL

COURSE OBJECTIVES - CONTENT AND METHODS

This course provides an introduction to the Intelligence Subject Code as a basic classification tool for CIA's Intellofax System or for any other retrieval system. The major emphases are on the organization of the revised Intelligence Subject Code (ISC) including the Area Code, the theory and application of code and text modifiers, the use of the Dictionary (Thesaurus) of organizations and specific subject terms or concepts, and the problems of information storage and retrieval. Sample documents from all sources are indexed during the course. The course also provides briefings by the Document Division, the Machine Division, the Library, Graphics Register, Industrial Register, and [REDACTED]

COMMENTS:

FOR THE ASSISTANT DIRECTOR, OCH:

Training Officer

Date